

CONTRACT REQUEST FORM (CRF)

CEC-94 (Revised 1/11)

CALIFORNIA ENERGY COMMISSION



☒ New Contract 600-10-011 ☐ Amendment to Existing Contract: - - Amendment Number:

Division	Contract Manager:	MS-	Phone	CM Training Date
600 Fuels and Transportation Division	Aniss Bahreinian	41	916-653-0381	June 26, 2008

Contractor's Legal Name	Federal ID Number
Macro International Inc.	52-0955232

Title of Project
2011 California Vehicle Survey

Term	Start Date	End Date	Amount
New/Original Contract	June / 30 / 11	June / 30 / 13	\$ 673,930

Line up the Amendment information as best as possible in the following boxes

Amendment #	End Date (mm/dd/yy)	Amount

Business Meeting Information			
Proposed Business Meeting Date	6/15/11	<input type="checkbox"/> Consent	<input checked="" type="checkbox"/> Discussion
Business Meeting Presenter	Aniss Bahreinian	Time Needed:	5 minutes

Agenda Item Subject and Description
Possible approval of a contract with ICF Macro, in the amount of \$673,930 to fund the 2011 California Vehicle Survey. The survey will collect data on both revealed and stated vehicle preferences of California household and commercial vehicle owners, estimate vehicle choice models for both household and commercial sectors to be used in the 2013 IEPR, and coordinate with Caltrans to integrate vehicle and travel survey data for California households.

Business Meeting approval is not required for the following types of contracts: *Executive Director's signature is required in all cases.*

<input type="checkbox"/> Contracts less than \$10k (<i>Policy Committee's signature is also required</i>)
<input type="checkbox"/> Amendment for a no-cost time extension. Must be first extension, less than one year and original contract less than \$100k.
<input type="checkbox"/> Contracts less than \$25k for Expert Witness in Energy Facility licensing cases and amendments.

Purpose of Contract or Purpose of Amendment, if applicable
Purpose of the contract is to collect vehicle survey data for the household and commercial sector that will be used to estimate light duty vehicle demand models that will be used in forecasting transportation fuel demand and policy analysis, for the 2013 IEPR. The contract will also integrate the household vehicle survey data with the Caltrans California Household Travel Survey (CHTS) data for the households participating in both surveys. The integrated data will be used as model inputs for the 2013 IEPR transportation energy demand forecast. The integrated data can also be potentially used, after termination of this agreement, in development of new integrated models, depending on separate funding.

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**California Environmental Quality Act (CEQA) Compliance**

1. Is Contract considered a "Project" under CEQA?

☐ Yes: skip to question 2☒ No: complete the following (PRC 21065 and 14 CCR 15378):

Explain why contract is not considered a "Project":

Contract will not cause direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment because it only involves statistical analysis and surveys that are composed of online, mail, and phone work.

2. If contract is considered a "Project" under CEQA:

☐ a) Contract **IS** exempt. (Draft NOE required)☐ Statutory Exemption. List PRC and/or CCR section number: _____☐ Categorical Exemption. List CCR section number: _____☐ Common Sense Exemption. 14 CCR 15061 (b) (3)

Explain reason why contract is exempt under the above section:

☐ b) Contract **IS NOT** exempt. The Contract Manager needs to consult with the Energy Commission attorney assigned to their division and the Siting Office regarding a possible Initial Study.

Budgets Information

Contract Amount Funded		Breakdown by FY			Funding Sources			
Funding Source	Amount	FY	Amount	Approved ?	Funding Source	FY	Budget List No.	Amount
ARFVTF	\$	10/11	\$618,148	No	State - ERPA	10/11		\$73,930
ECAA	\$	11/12	\$55,782	No	State - ERPA	10/11	600FL	\$544,218
State- ERPA	\$673,930		\$	No	State - ERPA	11/12	600FL	\$55,782
Federal	\$		\$	No	Funding Source			\$
PIER - E	\$		\$	No	Funding Source			\$
PIER - NG	\$		\$	No	Funding Source			\$
Reimbursement	\$		\$	No	Funding Source			\$
RRTF	\$		\$	No	Funding Source			\$
Other	\$		\$	No	Funding Source			\$
TOTAL: \$673,930		TOTAL:	\$673,930		TOTAL: \$673,930			
Reimbursement Contract #:					Federal Agreement #:			

Contractor's Administrator/ Officer

Name:	Carol Douglas	Name:	Mathew Denker
Address:	126 College Street	Address:	116 John Street, Suite 800
City, State, Zip:	Burlington, VT 05401	City, State, Zip:	New York, NY 10038
Phone/ Fax:	(802) 264-3756/(802) 863-8974	Phone/ Fax:	212-941-5555/212-941-7031
E-Mail:	CDouglas@icfi.com	E-Mail:	MDenker@icfi.com

Contractor Is

- ☒ Private Company (including non-profits)
- ☐ CA State Agency (including UC and CSU)
- ☐ Government Entity (i.e. city, county, federal government, air/water/school district, joint power authorities, university from another state)

Selection Process Used

- ☒ Solicitation RFP Solicitation #: 600-10-611
- ☐ Non Competitive Bid (Attach CEC 96)
- ☐ Exempt Select Exemption (see instructions)

Civil Service Considerations

- ☐ Not Applicable (Contract is with a CA State Entity or a membership/co-sponsorship)
- ☐ Public Resources Code 25620, et seq., authorizes the Commission to contract for the subject work. (PIER)

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☒ The Services Contracted:

- ☐ are not available within civil service
- ☐ cannot be performed satisfactorily by civil service employees
- ☒ are of such a highly specialized or technical nature that the expert knowledge, expertise, and ability are not available through the civil service system.

☐ The Services are of such an:

- ☐ urgent
- ☐ temporary, or
- ☐ occasional nature

that the delay to implement under civil service would frustrate their very purpose.

Justification:

Conduct of this kind of survey, and of this volume, requires specialized and extensive organization infrastructure, experience and expertise, currently not in place throughout the civil service system.

Payment Method☒ A. Reimbursement in arrears based on:

- ☒ Itemized Monthly ☐ Itemized Quarterly ☐ Flat Rate ☐ One-time

☐ B. Advanced Payment☐ C. Other, explain:**Retention**

1. Is contract subject to retention?

☐ No ☒ Yes

If Yes, Do you plan to release retention prior to contract termination?

☒ No ☐ Yes**Justification of Rates**

They offered the highest number of hours among the bidders, and the lowest cost.

Disabled Veteran Business Enterprise Program (DVBE)1. ☐ Not Applicable2. ☒ Meets DVBE Requirements DVBE Amount:\$ 80,871 DVBE %: 12%☐ Contractor is Certified DVBE☒ Contractor is Subcontracting with a DVBE: SourceOne Communication3. ☐ Requesting DVBE Exemption (attach CEC 95)**Is Contractor a certified Small Business (SB), Micro Business (MB) or DVBE?**☒ No ☐ Yes

If yes, check appropriate box:

☐ SB ☐ MB ☐ DVBE**Is Contractor subcontracting any services?**☐ No ☒ Yes

If yes, give company name and identify if they are a Small Business (SB), Micro Business (MB) and/or DVBE:

SourceOne Communication ☐ No ☐ SB ☒ MB ☒ DVBE☐ No ☐ SB ☐ MB ☐ DVBE☐ No ☐ SB ☐ MB ☐ DVBE**Miscellaneous Contract Information**

1. Will there be Work Authorizations?

☒ No ☐ Yes

2. Will there be IT expenditures?

☒ No ☐ Yes

3. Is the Contractor providing confidential information?

☐ No ☒ Yes

4. Is the contractor going to purchase equipment?

☒ No ☐ Yes

5. Check frequency of progress reports

- ☒ Monthly ☐ Quarterly ☐ Other...

6. Will a final report be required?

☐ No ☒ Yes

7. Is the contract, with amendments, longer than a year? If yes, why?

☐ No ☒ Yes

The sampling frame is such that survey execution spans over one year, followed by analysis of data.

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**The following items should be attached to this CRF**

1. Scope of Work, Attach as Exhibit A.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
2. Budget Detail, Attach as Exhibit B.	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
3. CEC 96, NCB Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
4. CEC 30, Survey of Prior Work	<input type="checkbox"/> N/A	<input checked="" type="checkbox"/> Attached
5. CEC 95, DVBE Exemption Request	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
6. Draft CEQA Notice of Exemption (NOE)	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached
7. Resumes	<input checked="" type="checkbox"/> N/A	<input type="checkbox"/> Attached

Contract Manager_____
Date_____
Office Manager_____
Date_____
Deputy Director_____
Date

The following signatures are only required when contract approval is delegated to the Executive Office and not approved at a Business Meeting.
See Business Meeting Information Section.

Presiding Policy Committee_____
Date_____
Associate Policy Committee_____
Date_____
Executive Director_____
Date